



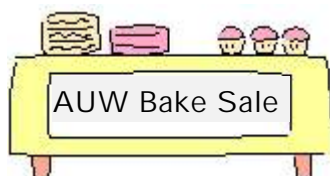
THE HIGH ROAD

"Preserving public confidence in public servants."

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Ethics Guidelines For Aloha United Way Fund Raising By State Agencies

The Hawaii State Ethics Commission has issued ethics guidelines for Aloha United Way fund-raising activities by state agencies. The guidelines were distributed to all state AUW coordinators at the start of the 2003 AUW Campaign.

Every year, State agencies help raise funds for the AUW. Agencies ask employees to make donations to the AUW through individual pledges at work. State agencies also sponsor fund-raising activities to benefit the AUW. These activities include departmental fairs, bake sales, contests, and auctions. Employees sometimes ask whether such fund raising is permissible.

State agencies may participate in fund raising for the AUW under the State Ethics Code. However, contributions by state employees to the AUW must be voluntary. State employees may not be coerced into contributing to the AUW. Fund-raising activities also must comply with the State Ethics Code.

The Commission's ethics guidelines discuss how the State Ethics Code applies to AUW fund raising by state agencies. The guidelines are posted on the Commission's web site at www.hawaii.gov/ethics. Copies of the guidelines can also be obtained by contacting the Commission's office at (808) 587-0460.

Governor Lingle Reappoints Carl Morton, M.D., to Hawaii State Ethics Commission

Governor Lingle recently reappointed Carl Morton, M.D., to a four-year term on the Hawaii State Ethics Commission. This is Dr. Morton's second term on the Commission. Dr. Morton is a practicing physician in Honolulu. He is a Fellow of the American College of Obstetricians and Gynecologists, as well as a member of the American Medical Association, the Hawaii Medical Association, and the American Society of Reproductive Medicine. Dr. Morton also is an Associate Clinical Professor at the University of Hawaii John A. Burns School of Medicine. His term on the Commission runs until June 30, 2007.

Five Steps To Improve Your Ethics IQ

Want to improve your understanding of the State Ethics Code and what it means to be an "ethical" state employee? Here are five steps to improve your ethics IQ:



1. Visit the Hawaii State Ethics Commission's website at www.hawaii.gov/ethics. There, you can browse through information about the State Ethics Code and access the Commission's ethics opinions and publications.

- ②. Read the Commission's *Ethics Checklist*. This flyer highlights important restrictions contained in the State Ethics Code for state officials, employees, and board and commission members. The *Ethics Checklist* is posted on the Commission's website (click on the link for "[Commission Publications](#)"). You can also call the Commission's office to request a copy of the *Ethics Checklist*.
- ③. Read our newsletter, *The High Road*, for the latest information from the Commission about ethics. Copies of the newsletter are distributed to all state agencies. The newsletter is also posted on our website (click on the link for "[Commission Newsletter: The High Road](#)").
- ④. Schedule an ethics workshop for your agency. The Commission offers ethics workshops for any interested state agency. Workshops are conducted by the Commission's staff attorneys and cover the major provisions of the State Ethics Code. If your agency is interested in hosting a workshop and can provide a suitable meeting room, contact the Commission to schedule an ethics workshop.
- ⑤. Call the Commission's office for ethics advice. Do you have a question or concern about ethics? Call the Commission's office at (808) 587-0460 to receive confidential advice about the State ethics laws.



"Can I Accept This Trip?"

Private companies and organizations sometimes offer to pay for the travel expenses of a state employee who will be traveling on state business. For example, a company may offer to pay for an employee's trip to the mainland to attend a conference or meeting. The payment of travel expenses by a private source is considered a gift under the State Ethics Code.

Hawaii Revised Statutes §84-11 addresses the acceptance of gifts that are offered to state officials and employees. This law prohibits a state official or employee from accepting a gift if it is reasonable to infer that the gift is intended to influence or reward official action. This law applies to any gift, including a gift in the form of travel, entertainment, or hospitality.

The Hawaii State Ethics Commission routinely gives ethics advice to state employees who are offered gifts of travel and who call to ask, "Can I accept this trip?" Employees who contact the Commission for advice will be asked for information describing all expenses that a company is offering to pay, the importance of the travel and the benefits that will accrue to the State if the travel is accepted, and whether the employee or the employee's agency takes action affecting the company. After reviewing information about an offer of travel, the Commission will advise an employee whether or not the offer may be accepted under the State Ethics Code. In cases where travel may be accepted, an employee may be required to file a gifts disclosure statement with the Commission.

State employees should contact the Commission's office for advice before accepting a gift of travel. In most cases, questions about gifts of travel can be resolved over the telephone with one of the Commission's staff attorneys.

***The High Road* is a publication of the Hawaii State Ethics Commission.**

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